The Ma	nager	
Punjab	National	Bank

		Application	on for Leave	Fare Concession	<u>1</u>
I have both i	e been granted pr nclusive, as per ye	ivilege leave f our letter No.	for da	ys from dated	to,
I inten	d to visit		, which	is my place of don	nicile.
I inten	d to visit		for rest	t.	
The de	tails of the journey	I intend to mal	ke for visiting		are as follows:
a. b.		ourney, I shall b			_ the shortest possible route. g members of my family, who
	Name		Age (Last Birth day)	Occupation	Relationship
c. d.	I declare that I s	hall undertake	the journey	by the shortest p	nembers of my family. possible route, directly to the ween 5 AM to 7 PM.
e.	Details of the out	ward journey a	are:		
f.	Details of the inv	vard journey ar	œ:		
declar	eference to my abo ed in all respects an ace the following in	d incurred fare	es amounting		ave completed the journey as as stated above.
Span:	2 Years / 4 Years				
Dated:					Signature

The Senior Manager-HRD Punjab National Bank Circle Office: REG: LEAVE FARE CONCESSION 1. Name of employee: PF No 2. Designation: 3. Leave sanctioned: days from to 4. Leave encashment: days allowed once in 2/4 years 5. Purpose of Journey: Recuperation/visit to native place 6. Address of native place as per History Sheet: 7. Date of appointment in Bank: 8. Date of promotion as Officer: 9. Last availment of LFC as per details below: First time on in the span from to Third time on in the span from to 10. Current span / Block: 11. Detail of dependents: Name	NAME	OF TH	IE BRANCH				ANNEYLIDE I
The Senior Manager-HRD Punjab National Bank Circle Office:						Datada	ANNEXURE-I
Punjab National Bank Circle Office:	The Ser	nior N	/lanager-HRD			Dated:	
REG: LEAVE FARE CONCESSION 1. Name of employee:			~				
REG: LEAVE FARE CONCESSION 1. Name of employee:	-						
1. Name of employee:							
2. Designation:	REG:	LEA	AVE FARE CONC	ESSION			
3. Leave sanctioned:days from to	1.	Name	of employee:			PF No	
4. Leave encashment:	2.	Desig	nation:				
5. Purpose of Journey: Recuperation/visit to native place 6. Address of native place as per History Sheet:	3. I	Leave	sanctioned:	days from		_ to	
6. Address of native place as per History Sheet:	4. I	Leave	encashment:	days allo	wed once in 2/4	years	
7. Date of appointment in Bank:	5. I	Purpo	se of Journey: Recup	peration/visit to	native place		
7. Date of appointment in Bank:	6. A	\ddre	ss of native place as	per History Shee	et:		
8. Date of promotion as Officer:							
9. Last availment of LFC as per details below: First time on in the span from to	7.	ate o	of appointment in Ba	nk:			
First time on in the span from to	8. C	ate o	of promotion as Offic	er:			
Second time on in the span from to	9. L	ast a	vailment of LFC as pe	er details below:			
Second time on in the span from to		F:	4 !	: ab	£		
Third time on in the span from to							
10. Current span / Block:							
11. Detail of dependents: Name							_
Name Date of Occupation & Status - Married/ Relation with the employee 1.	10.	Curre	nt span / Block:				
Name Date of Occupation & Status - Married/ Relation with the employee 1.	11	Dot	ail of donondonts				
Birth Income (Rs.) Unmarried the employee 1.	11.	Det	•	Date of	Occupation &	Status - Married/	Relation with
1.			Name				
3. 4. 12. Date of Marriage:		1.			income (mary		and employee
12. Date of Marriage: 13. Spouse has not claimed the amount of T.A. Bill from his/her organisation where he/she is working for the above journey. (Certificate from employer of spouse is enclosed).		2.					
12. Date of Marriage:13. Spouse has not claimed the amount of T.A. Bill from his/her organisation where he/she is working for the above journey. (Certificate from employer of spouse is enclosed).		3.					
13. Spouse has not claimed the amount of T.A. Bill from his/her organisation where he/she is working for the above journey. (Certificate from employer of spouse is enclosed).		4.					
13. Spouse has not claimed the amount of T.A. Bill from his/her organisation where he/she is working for the above journey. (Certificate from employer of spouse is enclosed).				1	•		
13. Spouse has not claimed the amount of T.A. Bill from his/her organisation where he/she is working for the above journey. (Certificate from employer of spouse is enclosed).	12. D	ate (of Marriage:				
spouse is enclosed).	13. S	pou	se has not claim	ed the amou	int of T.A. B	ill from his/her	organisation
•	\mathbf{w}	here	he/she is worki	ng for the ab	ove journey. (Certificate from	n employer of
14. If claimed for parents, FORM 'B' should be enclosed.	sp	ous	e is enclosed).				
=	14. <u>I</u>	f cla	imed for paren	ts, FORM 'B	<mark>' should be e</mark>	nclosed.	
I confirm that the above particulars are true.						<u> </u>	
SIGNATURE OF THE EMPLOYEE DESIGNATION:							
SIGNATURE OF INCUMBENT DATE		URE	OF INCUMBENT				

ANNEXU	
The Senior Manager-HRD	
Punjab National Bank	
Circle Office:	
REG: LEAVE FARE CONCESSION (100% ENCASHMENT OF LFC)	
1. Name of employee: PF No	
2. Designation:	
3. Leave sanctioned: days from to	
4. Leave encashment: days allowed once in 2/4 years	
5. Purpose of Journey: Recuperation/visit to native place	
6. Address of native place as per History Sheet:	
7. Date of appointment in Bank:	
8. Date of promotion as Officer:9. Last availment of LFC as per details below:	
5. Last availment of LFC as per details below.	
First time on in the span from to	
Second time on in the span from to	
Third time on in the span fromtoto	
10. Current span / Block:	
11. Detail of dependents:	1
Name Date of Occupation & Status – Married/ Relation will birth Income (Rs.) Unmarried the employ	
1.	
2.	
3.	
4.	
12. Date of Marriage:	
13. Spouse has not claimed the amount of T.A. Bill from his/her organisat	
where he/she is working for the above journey. (Certificate from employer	of
spouse is enclosed).	
14. If claimed for parents, FORM 'B' should be enclosed.	
I confirm that the above particulars are true.	
SIGNATURE OF THE EMPLOYEE DESIGNATION:	
DESIGNATION.	
SIGNATURE OF INCUMBENT DATE	